G. R. S. 58]

Previous references.

1896.
~~191~~ :
(G. M.)

File No. 64 (PSO)

Serial Nos. 1-29

Later references.

GENERAL AND REVENUE SECRETARIAT.

1-21
Serial Nos. 1—29.

M. Part B for

SUBJECT.

Rules regarding the Supply and Consumption of Stationery.

(21st) Letter No 10072-3/mis 1570 dated 25.12.07
To The I. G. of Registration in Mysore, and the Supdt. Govt. Stationery.
Requests the Supdt of Govt Stationery to include, in future, the names of the Sub-Registry Offices above mentioned in the list of offices entitled to draw their supply of Stationery from the Govt Stationery Depot.

W D 1351—GPB—20,000—13-12-13

F1leno-64

Note.

On the recommendation of the Supdt of Stationery, for a revision of the rules now in force for regulating the supply and consumption of Stationery, ~~and practised for~~, he was requested to submit a set of draft rules on the subject. The revised rules as now submitted agree in the main with the existing rules but several additions have been made for the purpose of providing a proper check and control by the Heads of Offices. Many important provisions of the Madras rules are ~~incorporated~~ introduced into it and it is believed that great improvements will result from the adoption of the draft rules. It is submitted that they may be adopted as proposed.

The follg: minor points, however, seem to require modification:-

Rule 21. The opening sentence not being properly worded, the follg may replace it "Indents for stationery, in the case of the follg: shall be transmitted direct to the Supdt of Stationery."

Rule 41. This is probably intended to correspond with ~~rule~~ Madras Rule 40; but

line, as it is, makes almost a repetition of Rule 11. Hence, it may be omitted and Madras Rule 40 substituted instead.

Rule 46 } A date may be prescribed before ~~before~~ which indents should be submitted to Heads of Depts as in the case of ~~Rule 24~~. Stationery (Rule 24). Besides, a slight alteration in the rule as below will make rule 51 unnecessary. The rule may be as follows: "By the 15th January preceding the official year for which the forms are required, these indents should be submitted in duplicate to the Head of the Deptt to which the indenting officer belongs who will, after examining and revising them, enter the quantity passed by him, and countersign and forward the same to the Supdt of Stationery before the 15th Febr following"

Rules 48 & 49 } a modification of these rules being the subject of a separate correspondence at present, the decision of govt on the questions will have to be awaited for their retention modification or cancellation.

Rule 50 } seems quite unnecessary as its provisions fall under the provisions of Rule 54. It may therefore be omitted.

approved

approved

approved

3.

Rule 51. may be omitted if the alteration in rule 46 proposed above is made.

One other point, which requires to be noticed, concerns the authority of the Supdt of stationery in the matter of supplying indents. Under revised rules 57 & 70 the Supdt is given powers which are expressly denied to him by para 7 of Govt Pro: no: 5976-6016 G.7.85-92 of 18/10/92, copy of which is put up in the file. Revised rule 70 corresponds exactly with Madras rule 28, but the power given to the Supdt in rule 57 finds no place in the corresponding Madras rule 53.

BR
2/2/98.

Rule 8

is important that the
Dept authorities should be
fully acquainted with the
nature of difficulties which
the Supdt of Stationery
has to suffer from when
supplying indents.

10-3-98

Submitted to Secy

A tabular statement is put up comparing the new draft Rules with the old rules of 1876 and with the Madras Rules —

3/2/98

For the present I agree with the Secy's suggestion as above.

Rule 46 10-3-98

Submitted for orders.

I am sorry that this has been delayed so long.

The draft Rules should be put into [redacted] executable with the new Act and

Leave to apply to be
struck off the Roll may be
obtained - Before
final Sanction is
accorded, the Secretary
should be always
thoroughly assured

7/3/98.

Approved
10/3/98

2nd hand clerks.
Rule 48 -

Applications
for Certificates
as qualified
Assistants - to have
the Recommendations
&c. with Notice
of D.O.t Examination -

The Rule Committee has
agreed for the present
to interpret
as regards Rule 49,
that the Deposit
need not accompany
the Application - But
Certificates may be
granted in the Meantime
Cases - C

10/3/98

Chief Clerk M.

Address issued as regards Chief Court
and Circuit Courts
The usual certificate in abeyance
as regards Rule 48 M

This indent may be ordered to be complied with. Before entering the Translator's name in the list, we may await the orders on the pending question concerning the Translators Office.

Submitted & the

3rd Counsellor

5/12/1901

5/12/01

(191) Document entitled Translators Office and Independent of the U.S. Office. Upon this Resolution cannot the resolution until Petitioners appointed if not then the measurement Translators with

From the Office of the Interpreter General
Dec 5/12/98.
Verne
5/12

the Education Branch for the original papers Contg. the order Constituting the office of the Educational Translator. Kanjilala

The papers are at present with the Dewan in Connection with another refree. But a Copy of the order Sanctioning the appointment made from an impression of the Same in the Monthly Volume of Proceedings for May 1893; put up — from which it will be seen that the appointment was created in May 1893 and the Translator was then, for the purpose of his duties placed under the directions of the Edn Secty.

Submitted

SK.
7/12

7

Subd to Secty

The 2nd Councillor has approved of Mr Leonard's proposal to visit the Districts and inspect Offices to see if the Stationery Rules are being properly carried out.

It strikes me now that considering Mr Leonard's status the idea of his inspecting Officers and particularly those of (Grade of Deputy Collectors) may perhaps be ~~&~~ not liked by the Officers concerned.

I beg to submit this view before issuing the Order

HH 7/2/01

By holidays I think Mr Leonard means the X'mas holidays which are already over - What am I to do with this now?

Subd to Secty 8/2/01

Mr Leonard may perhaps be asked whether, considering that the Xmas holidays have passed away, he still wants orders passed on this reference HH 13/2/01

2 bound Act Property of the
Proposed Enquiry Please
give this to me in the
office tomorrow (Saturday)

C

15/7/07

Is this being shown with
Inspt's list of unan-
-swered references?

C

18/7/07

Submitted

This is not being shown
in the Inspt's list of un-
answered references.

MK
20/7

are as follows:—

years.	Messrs: Spicer Brothers London	Titaghur Paper Mills, Calcutta	Bally Paper Mills Calcutta	Arbuthnot & Co's clearing charges	Gordon Woodroffe & Co's clearing charges	Local purchases	Total.
1890-91	18784-6-7	10037-10-7	4574-14-11	1498-11-1	" - " - "	2547-13-4	37443-8-6
1891-92	23502-14-11	17724-6-8	" - " - "	1755-9-2	" - " - "	1720-2-9	44703-1-6
1892-93	27813-" - 3	28610-6-11	1506-10 - "	2771-7-3	" - " - "	4064-9-2	64766-1-7
1893-94	49042-10-11	30796-10-3	1786-15 - "	1199-13-9	1807-15-9	3653-6-2	88287-7-10
1894-95	55942-3-1	23634-2-7	2885-10-9	3145-6-5	1707-10-2	2393-12-11	89708-13-11
1895-96	43347-9-9	36791-15-5	1222-8-6	3402-11-5	2007-11-4	1887 - " - "	88659-8-5

It will be observed from this statement that the expenditure rose very suddenly between the years 1891-92 & 1893-94, during which time it was very nearly doubled.

I am informed that this increased expenditure was due to the increased demands made after the passing of Government orders No. 5976-6016 G.F. 85-92 dated 18th October 1892. On comparing the Indents for the different years I find a very large increase in each office. This may be attributed to the extension of the office or the want of better supervision.

Serial No. (9) in file 85-92 Statistics is the only B&V.

The question is how this supervision is to be rectified. It will also be observed that the demand for English Stationery i.e Stationery received from

S 244

Reg no 19/12/96
Inw 982.

1

No: 294

Mysore Govt. Stationery Depôt

G. M
64

From

The Superintendent of
Stationery

To.

The Secretary to the
Government of Mysore
General and Revenue Depts.

Bangalore 15th/17th December 1896.

Sir

I beg to bring to the notice of Government the enormous increase in expenditure of the stationery from the year 1890-91 to the year 1895-96. viz from Rs 37,443-8-6 in 1890-91 to Rs 88,659-8-5. These figures are taken from the following bills; Messrs: Spicer Brothers London, Titaghur Paper Mills Calcutta, Bally Paper Mills Calcutta, and clearing charges by Messrs: Arbuthnot & Co: and Gordon Woodroffe & Co.: Madras and Local purchases.

The charges for the different years

are

3 from Messrs: Spicer Brothers London, has very largely increased and that the annual amount paid to this Firm has risen from £ 1460-3-11 in 1890-91 to £ 2444-11-4 in 1896-97 or very nearly £ 1000/- This coupled with the fall in exchange has considerably swelled the expenditure; it is a question whether a large quantity of stationery now supplied by Messrs: Spicer Brothers cannot be obtained from the Bilaghur or other Mills in the country at a cheaper rate, & so save the exchange.

In 1876† certain Rules were laid down for the supply and consumption of stationery and printed forms, and these rules were again revised to a certain extent in 1883 vide Mysore Gazette September 1st, 1883. Part II pages 342-43 and* it is a question whether the time has not now arrived for revising the same and laying down Rules based upon the lines of the Madras rules on the subject

Requesting you will obtain the orders of Government upon the subject.

I have the honor to be

Sir

your most obedient Servant

H H Sparks

Superintendent of Stationery

† subsequently

* subsequently

(2) (47)

To

The Superintendent
of Stationery

Dated 5-1-97

No J 7620 V
Mis 1435

Ste No 294 of the 15

December 1896 recommend-
ing a revision of the Rules
in force in Mysore ~~for~~ the
purchase and issue of
Stationery articles.

I have the honor to
request that ~~the~~ a copy of
the Rules in force in the
Madras Presidency may
be submitted with the
Superintendent's opinion as to how
~~far they may be applied to~~
~~adaptable to~~ Mysore.
~~& Travancore~~.

I have the honor to be,
Sir,
Your most obedient
servant,
30/12/96
for Secy

Section G. 11
File No 64
Serial No 2

No. 392

Encl: one bundle.

5

(3)

Rev 20 6985 15/2/97 Recd 2170

From

The Superintendent of Stationery.

To.

The Secretary to the Govt: of Mysore General and Revenue Departments.

Section Genl
File No 64
Serial No 3.

Dated, Bangalore, 10th February/97.

Sir.

With reference to your docket-No. 7620/1435 of January 5th requesting that copy of the Rules in force in the Madras Presidency may be submitted with my opinion as to how far they may be applied to Mysore, I now have the honor to submit the *Madras Rules with a draft of proposed Rules for Mysore in manuscript. It will be observed that these Rules comprise a check over the issue of Stationery and forms in each office to which they are issued, by means of registers and which in my opinion will tend to regulate the supply to each office.

*' vide Less. These Rules are kept below.

The items ticked off in red in the Madras Rules Appendix A, are all obtained from England. As

I

I have found that a large quantity of Stationery at present obtained from England is procurable in the country from the Straphan Paper Mills at a less cost; I have this year indented on the Straphan Paper Mills for these items and thereby hope to show a large saving to Government.

Should Government approve of the present proposed Rules, I would request you to obtain sanction for the passing of the same and to allow of their being printed for distribution as early as possible, so that the indents for 1898/99 can be made out in December next on the Rules laid down.

I have the honor to be

Sir

Your most obedient Servant

H H Sparkes

Superintendent of

Stationery

Proceedings of the Govt of Mysore (General) dated 1st April 1898.

No. 12810-45 / ms: 2715 — Dated 1st April 1898.

Order :—

~~DRAFT RULES.~~

In supersession of all existing rules and orders, the Government are pleased to prescribe the following rules for regulating the supply and consumption of stationery and printed forms.

Stationery.

1. All the stationery for Public Offices will be supplied as hitherto from the "Mysore Government Stationery Depot" at Bangalore. A list of articles supplied by the Stationery office showing the departments for which they are provided will be found in Appendix A.

Stationery to be supplied from the Mysore Government Stationery Depot.

2. The Superintendent has no authority to add to, or subtract, from the list, any department or office without the orders of Government.

3. No articles whatever of stationery which are included in Appendix A shall be obtained for public use by local purchase by any officer entitled to indent upon the Stationery Depot without the previous sanction of Government.

4. A list of officers authorized to indent on the ~~Superintendent of~~ Stationery and obtain their supplies free of charge is given in Appendix B attached.

5. Appendix C attached contains a list of officers who are entitled to obtain supplies from the Stationery office on payment (book adjustment).

6. The Superintendent is not bound to supply the officers in Appendix C to the full extent of their indents, when doing so will interfere with the requirements of officers in Appendix B.

7. Any other officers requiring articles from the Stationery Depot must obtain the previous sanction of Government.

8. Annual estimates are not required from officers; but when an unusually large consumption of any article or paper in any particular official year is anticipated, intimation shall be given by the officer concerned to the Superintendent of Stationery not later than the 1st December of the previous official year in the case of European articles, and 15th of January in the case of country articles, stating the purpose with other necessary particulars.

Estimates.

9. The use of costly papers, where cheaper kinds both in quality and size are suitable is prohibited. Heads of Offices are requested to see that the following injunctions on this head are strictly adhered to, namely :—

Purpose for which different kinds of papers are to be used.

(a) Drafts of letters, dockets, memorandums and Judge's notes of evidence and the like.	To be written on French foolscap.
(b) Judgments, decrees and other proceedings of a court.	Machine made foolscap.
(c) Figured statements.	Office copies to be prepared on French foolscap or country cartridge and Badami according to size.
(d) Fair copies of the above.	On machine made foolscap or on printing paper.

(e) Office covers and envelopes.

Badami paper should be used for covers and light packets, but for heavy packets and files country cartridge may be ~~utilised~~ used. Envelopes for notes or chits to be made up in French foolscap in all district and other offices. Europe envelopes will be supplied to Secretariats and Heads of Departments only.

(f) Blank books and record registers.

These are made up of machine made and printing papers of 2, 3 and 4 quires each. Heads of Offices should carefully avoid indenting for a larger number of blank books than is absolutely necessary, stating fully the purpose for which they are required. (It should be ~~borne~~ in mind that machine made paper books should be used for records of permanent nature only, while care is taken that a register of suitable bulk is selected for each purpose, so that at the end of the year (if it is an annual register) no blank pages are left unused).

These expensive kinds of papers are rarely needed and will not be issued except on special grounds which should be fully stated in the indent.

Machine made royal medium and demy papers.

10. Indents for stationery shall be prepared in the form given in Appendix D and shall contain all the information required by the instructions given therein. Forms of indents shall be supplied by the Superintendent of Stationery ~~Depot~~ on application.

Indents for stationery.

11. Indents shall be for the official year following and shall be based on the average of the actuals of the two official years preceding that in which the indent is submitted.

12. Special care must be taken that in indenting for articles liable to deterioration, the quantity indented for is not more than is actually required for one year's consumption.

13. The actual consumption of all articles of stationery (whether indented for or not) in the two previous years shall be shown in the columns provided for the purpose in the form. These figures must be entered with great care as the annual budget of Stationery is based on them.

14. In the column of "Remark" an explanation of any large differences in the consumption and quantity of articles indented (columns 6 and 9) shall be fully given.

15. The demand for hand-made and special papers shall form a separate item and explanation for its inclusion in the indent and the purpose for which it is used shall invariably be given.

16. Appendix E contains lists of articles issued on a fixed scale and such as are issued for stated periods. Indents for the former class of articles shall only be complied with within the scale prescribed. The second class of articles shall not be issued until after the period for which they are required to last has expired, and then only on being covered by a certificate in the following form:—

"I certify that I have personally ascertained that the articles have been actually lost (or worn out by fair usage or destroyed by excusable accident)."

17. As wooden inkstands and round rulers are easily repaired, they should not, except when such repair is impossible, be applied for a second time.

18. It will be incumbent on the Heads of offices to see that articles of periodical issues are issued to subordinates only in exchange for such as have become unserviceable or can be satisfactorily accounted for.

19. All such articles as are lost or broken, must be replaced at the expense of the party through whose carelessness the loss or injury may have arisen.

20. All the old and unserviceable articles should be sold by public auction and the proceeds credited to Government, intimating the particulars to the Superintendent of Stationery.

21. The following indents for stationery and printed forms may be transmitted direct to the Superintendent of Stationery.

1 Dewan's office.
2 Chief Court.
3 Government Secretaries of various Departments.
4 Comptroller to the Government of Mysore.
5 Excise Commissioner.
6 Inspector General of Police.
7 Senior Surgeon, ~~Mysore Government.~~
8 Inspector General of Prisons.
9 Inspector General of Education.
10 Conservator of Forests in Mysore.
11 Secretary to the Insurance Committee.
12 Inspector General of Registration.
13 Superintendent, Mysore Revenue Survey.
14 Superintendent, Inam Settlements.
15 Director of Meteorology.
16 Director of Statistics.
17 Military Assistant.
18 Chief Commandant.
19 Principal, Central College.
20 Director of Archæological Researches.
21 Superintendent, Mysore Government Press.
22 President, City Municipality, Bangalore.
23 Do do Mysore.
24 Private Secretary to H H. Maharani-Regent.
25 Deputy Commissioners of Districts.
26 ~~Officer in charge of~~ Amrut Mahal Department.

22. The indents of the following officers shall be transmitted through the Heads of their Departments, who will carefully check, countersign and forward the indents to the Stationery Superintendent:—

1 District Judges and Government Advocate.	Through— Chief Judge.
2 Superintending Engineers, Executive Engineers ~~of Divisions, including~~ Sanitary Engineer, ~~Government of Mysore~~, and Examiner, Public Works & Railway Accounts.	Chief Engineer and Secretary to the P. W. Dept.
3 Sub-Judges.	
4 ~~All~~ Munsiffs ~~in the Province.~~	District Judges.
5 Sub-Division Officers, Assistant Commissioners ~~in the Revenue Depts.~~ and Town Magistrates.	Deputy Commissioners of Districts to which they are attached.
6 Police Superintendents & Assistant Superintendents.	Inspector General of Police.
7 ~~All~~ District Treasury Officers, Superintendent of Stamps and Officer in charge of Huzur Try.	Comptroller.
8 ~~All~~ Assistant Conservators of Forests & Superintendent of Kheddas & Superintendent, Government Gardens.	Conservator of Forests.
9 Superintendents of Jails, Bangalore, Mysore and Shimoga.	Through— Inspector General of Prisons.
10 Civil Surgeons, Assistant Surgeons, District Medical Officers and Deputy Inspectors of Vaccination and Medical Officers in charge of Jails.	Senior Surgeon to the Government of Mysore.
11 Superintendent, Government Museum and Inspector of Agricultural Banks.	Dewan's office.
12 All Officers of the Registration Department.	Inspector General of Registration.
13 Curator, Government Book Depot and Oriental Library & Honorary Secretary, Industrial School, Mysore.	Inspector General of Education.
14 Foreman, Government Branch Press, Mysore	Superintendent, Mysore Govt. Central Press.

23. Whenever any Head of a Department requires the supplies due to officer subordinate to him to be sent to his office, a consolidated requisition for all such subordinate offices shall be forwarded together with the separate minor indents.

24. The indents should always be submitted by the indenting officers to the Heads of their respective Departments in duplicate by 15th January preceding the official year for which the supplies are needed; ~~subsequently~~ the Heads of Departments will check, countersign and transmit the same to the Superintendent of Stationery by the 15th February following.

25. In checking the subordinate indents the Heads of Departments will carefully revise them on the following points:—

1st. By comparison of the stock consumed in each office with the consumption of previous years and with the expenditure of kindred offices.

2nd. By comparison with the number of clerks using stationery and with the allowance scale.

3rd. By a reference to the date of the last supply of the articles which are issuable only after the expiry of the minimum period they are required to last.

26. The countersigned indent should show in red ink any corrections and reductions which might be made by the Heads of Departments.

27. The establishment given in the distribution statement in the indent shall be a counterpart of the annual schedule of establishment submitted to the Comptroller in so far as regards the number of officers and officials using stationery. As it is the only check in the hands of the Superintendent of Stationery for regulating the supply of articles issued on a fixed scale, accuracy is essential. Clerks shall on no account be shown as Accountants or *vice versa*.

28. On the indents being finally passed, intimation will be given by the Stationery ~~office~~ of the dates on which the supplies will be issued from the Depot.

Delivery of stationery to offices located at Bangalore.

29. The officers located in Bangalore will, on the date fixed for each of them, depute a clerk or other responsible person to attend the Depot and to take charge of the supplies. The name and designation of the person so deputed will be entered in the authority that may be granted him by the Head of his office to receive the ~~stores~~; objections, if any, must be made before the supplies are removed from the Depot and bottles, boxes, &c., belonging to the depot and lent for convenience of removal of their contents from the depot must be returned.

30. In the case of other offices the Superintendent of Stationery shall advise the indenting officer, when and how his supply of stationery ~~and forms~~ has been despatched, noting particularly the address (which shall be copied from the label on the indent) to which it has been consigned. Should there be any error in the address so notified or should the consignment not reach its destination in due course, the indenting officer shall, in communication with the Superintendent of Stationery, immediately take the necessary steps for the correction of the mistake.

31. On arrival of the supplies, the indenting officer shall have the packages placed in a dry and properly protected place. They shall then be opened at once and the contents verified with the invoice in the presence of the indenting officer or of some one appointed by him who shall certify to the fact at the foot of the receipt. The receipt shall then be signed and immediately transmitted to the Superintendent of Stationery with details of any missing articles. The transmission of the receipt must not be delayed pending reference to the Stationery ~~office~~ regarding short or excess receipts which should form the subject of separate correspondence.

32. Officers who have Gazetted subordinates at head-quarters shall depute them to supervise the unpacking and checking of the supplies.

33. In the unavoidable absence of the Head of the office, the packages shall be opened by the Manager or Head Clerk, the certificate shall be signed by the officer who supervises the opening of the packages and countersigned by the Head of the office.

34. Complaints as to the quality of supplies received shall be accompanied by one average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the Stationery office on a specified date, particulars as to the marks on the articles or the covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies such complaints can only be admitted when preferred within three days of the opening of the cases. Whenever the receiving officer may have reason to consider that the packing has been improperly or carelessly performed (whether actual injury has resulted therefrom or not) he may intimate the same mentioning reasons for his opinion with suggestions for future prevention and in cases of damages in transit, the cause thereof, which may be apparent, should be communicated.

35. Packing cases received from the Stationery ~~office~~ shall be sold and the proceeds credited to Government under Stationery.

36. Whenever the provisions of these rules have not been strictly observed the receiving officer shall be held responsible for the value of all short receipts.

37. The stores of stationery and forms should be placed in charge under lock and key of either the Head Clerk or Manager of the office.

38. Three separate books/Appendix F. 1 & F. 2 and K./one showing the receipts/~~the other~~ showing the issues of stationery ~~and printed forms~~, and the third for periodical issues of stationery, shall be maintained in each office.

39. Each supply of stationery ~~or forms~~ shall immediately on receipt be entered in the receipt book and issues therefrom regularly posted.

40. The issues shall be totalled up on the last day of each month and balance struck. The books shall be examined and initialled once a month by the Head of the office or by some person appointed by him for the purpose, and the balance as shown in the book verified with the actual balance in hand once a quarter.

41. The average annual consumption shown in the register shall be followed in furnishing figures to the Superintendent in the indent.

42. Any wilful wastage or extravagance on the part of the subordinates using stationery, which may be apparent to the Manager or Head Clerk of an office should be brought to the immediate notice of the Head of the office.

43. The receipt and issue registers maintained in any office, may at any time be called for by the Superintendent of Stationery for examination or for the purpose of verifying the indents.

44. All ~~transactions~~ shall be a *bonâ fide* charge for the year in which the issues are made, and indents not complied with in full at the close of the year will be considered cancelled/the requisition for articles of periodical issues only, so unsupplied, may, if necessary, be renewed in the following year's indent.

~~RULES FOR REGULATING THE SUPPLY OF PRINTED FORMS.~~ Forms.

45. Indents for printed forms are to be made only in the printed ~~from~~ of indent (Appendix G), copies of which will be supplied form the Stationery Depôt.

46. These indents should be submitted in duplicate to the Head of the Department to which the indenting officer belongs who will countersign and forward the same to the Superintendent of Stationery by the 15th of February preceding the official year for which the forms are required.

47. Indents for forms will be subject to the same kind of check as stationery indents by the Heads of Departments, with reference to the amount of business done in each office, the quantity expended, the balance and the annual consumption in cognate offices.

48. The authorised scale and prescribed forms should not be deviated from nor should any new forms, except departmental ones prescribed by Heads of Departments, be introduced without the previous special sanction of the Government. Heads of Departments should send to Government a list of forms thus prescribed by them.

49. Printed addresses on covers and printed headings containing a few words only shall be entirely discontinued, except such as are specially ordered by Government either for the use of Secretariat offices or for that of any other office.

50. Each form or register shall be numbered consecutively and the number once given to a form or register must not be altered, as it is by this number that it is known in the Stationery Depôt and the Government Press.

51. Heads of Departments, after examining and revising the indents, will enter the quantity passed by them, countersign and forward the indents to the Stationery Depôt before the due date.

52. In the case of forms newly introduced ~~under~~ the sanction of Government, samples of the same in proper size must accompany the indent, noting against such forms the description of paper to be used for the same. Ordinarily, Badami, French foolscap paper or printing paper should be selected. If, in any case, forms on other paper are required, the indenting officer must specify his reasons fully in his indent.

53. Where an officer has several offices subordinate to him, issues of ~~stationery and~~ forms to these in bulk shall be made on indents (Appendix J) and entered in the register at the Head office. Separate receipt and issue books shall be maintained in each subordinate office and a quarterly return showing consumption and balance in the form given in Appendix H shall be submitted by each subordinate office to the Head office. In departments in which subordinate offices are regularly and systematically inspected, a personal examination of the registers by the inspecting officer may take the place of the quarterly return.

54. Every printed form shall bear (in small type) in a corner of it a letter indicating its class, its number, the number of copies struck, and the date of printing, a separate series of numbers being given to each class of forms. Thus a revenue form would be numbered "$\left(\frac{R}{1}\right)$ 2,000—9-3-92." The number of the form shall be invariably quoted in the registers as well as in the indents.

55. A book file with a sample of each form in use shall be maintained in each office or department of an office by the subordinate in charge of the forms. In this all modifications of forms ordered from time to time shall be at once noted.

56. All printed forms in charge of the clerk shall, where possible, be kept in a separate room or on shelves properly arranged, each description of form being kept apart or in a separate bundle, which to facilitate identification shall be labelled with the name and number of the form. Care shall be taken to prevent damage to the form while in store.

57. All the forms and registers required by indenting officers for their use and those of their subordinate offices, shall, in order to avoid throwing unnecessary work on the Press by printing forms of the same kind several times in a year, be

included in the annual indent *alone*. Heads of offices ~~will~~ not indent for forms and registers during the interim on dockets save under exceptional circumstances, and the Superintendent of Stationery is not bound to comply with such stray requisitions without sufficient explanation being furnished by the indenting officer as to the cause of the same.

58. Save in very exceptional cases no forms shall be printed unless at least 50 copies are required.

59. Old and obsolete forms shall, wherever possible, be utilised for covers and packing purposes. When such forms cannot be put to any other use, they shall be written off. But when otherwise utilised, they shall be entered as stores received under the heading of the paper on which they are printed and issues therefrom posted under that heading.

60. The contents of a cover shall, as far as possible, be always of the same size as the cover itself. The enclosure of a small packet in a large cover, besides involving wastage as regards both stationery and postage, renders the packet liable to damage in transit.

61. Papers of a confidential nature shall be placed in a strong inner envelope large enough to fill the outer one which shall likewise be of strong material.

62. The paper supplied for covers shall on no account be used for other purposes.

63. *Examination of Stock.*—Shortly before the submission of the annual indent, the Head of each office shall examine his stock of stationery articles, forms, &c., with the book balance and certify to the fact at the foot of the annual indent in the form appended thereto (*vide* Appendix D). In cases of excess or of deficiency in any articles, a statement in the form laid down in Appendix I shall be submitted along with the indent and the instructions of the Superintendent of Stationery taken.

64. The value of any deficiencies in stock which have not been accounted for satisfactorily shall be recovered by the Head of the office from the persons responsible and credited to Government. The Superintendent shall, in all such cases, be furnished with treasury receipt.

65. Advantage shall be taken of the annual examination of stock to examine the condition of such articles as the following in the possession of subordinates, and the opinion of the Head of the office in regard to these shall be recorded in order that the quantity of such articles to be indented for may be determined:—

Inkstands, penknives, scissors, hones, strops, slates, color boxes and rulers, &c.

66. In the case of broken or missing articles when the damage or loss is attributed to carelessness, the value shall be recovered from the party responsible.

67. Damaged or surplus stationery articles shall not be disposed of or returned to the Stationery office. In such cases the fact shall be reported to the Stationery Superintendent and his views as to their disposal obtained.

68. The Head of the office shall endeavour to trace the cause of the damage and ~~submit~~ an explanation to the Superintendent, stating the date on which the article in question was received from the Stationery office.

69. If it is apprehended that any article will deteriorate before coming into use, the instructions of the Superintendent as to its disposal shall be obtained without delay.

70. Supplementary indents, either for stationery or printed forms shall, as far as possible, be avoided. If annual indents are carefully framed, all expenditure can, except in rare instances, be foreseen. The Superintendent may comply with any supplementary indent, provided he is satisfied with the explanation of the indenting officer. In cases where he does not consider such explanation satisfactory, the supplementary indent shall be complied with only on the sanction of Government.

71. The Superintendent of Stationery shall bring to the notice of Government any serious instance of neglect or breach of these rules.

(5) 13 ~~55~~

No. 1433
Enclosure No. —

Section G. Cl
File No 64
Serial No 5

DEPUTY COMMISSIONER'S OFFICE,
MYSORE DISTRICT,
Dated Mysore 11th June 1898.

To

The Secretary to the Government of Mysore,
Revenue and General Departments.

SIR,

I have the honor to request that six more spare copies of the Government Proceedings, No 12810-45 Mis: 2715 dated the 1st April 1898, containing "Rules for regulating the supply and consumption of stationery and Printed forms", may be kindly ordered to be sent to this office.—

2. I take this opportunity to point out that in appendix C to the above Proceedings Presidents of District Fund Boards, who are also entitled to obtain stationery on payment, under G.O. No 1319-28 d.f. 108-95 dated 28th July 1897,— are omitted.—

I have the honor to be
Sir,
Your most obedt servant

Compared:
ulg

D. Mugaseal
Deputy Commissioner
Mysore District

Subt to Secy with a draft
11
25/6/98

1897-98

10998
15-6-98.

From

The Deputy Commissioner,
Mysore District.

To

The Secretary to the Govt. of Mysore,
Revenue and General Departments.

Dated 11 June 1898

Despatched

Received

General No. 1433
No.

Enclosure No.—

Applying for 6 spare copies of Proceedings cont.g rules for regulating the supply and consumption of stationery and pointing out the omission of Presidents of Dt Fund Boards in the appendix C.

15/6/98

(6) A b.

Proceedings of the Government of Mysore, General, dated 28th June 1898.

15

READ—

Letter No. 1433, dated 11th June 1898, from the Deputy Commissioner, Mysore district.

No. 17067-17102—MIS. 4250, DATED BANGALORE, 28TH JUNE 1898.

ORDER THEREON.—The following will be substituted for Appendix C of Proceedings No. 12810-45—Mis. 2715, dated the 1st April 1898, prescribing rules for regulating the supply and consumption of stationery and printed forms:—

"(Referred to in Rule 5).

"Officers and Offices entitled to obtain stationery on payment (book adjustment).

"1. Municipal Presidents, Bangalore and Mysore Cities (2).

"2. District Municipal Presidents other than the above (9).

"Presidents of District Fund Boards (9)."

C. SREENIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—All Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—H.A.R.

1897-98

16

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 28th June 1898

No. 17067-17102
Mis. 4250

Making an addition to Appendix C of Government Proceedings, dated 1st April 1898, prescribing rules for regulating the supply and consumption of stationery and printed forms.

M.G.C.P.B.—18-7-98—500

(7) ~~39~~

OFFICE OF THE CHIEF COMMANDANT,
MYSORE STATE TROOPS,
The 11th July 1898

No. 63
Enc.

From

THE CHIEF COMMANDANT,
MYSORE STATE TROOPS.

To

The Secretary to the
Government of Mysore
General and Revenue Department

SIR,

With reference to the Proceedings of Government No: 12810-45 dated 1st April 1898, No: 2715 I have the honor to point out that the office of the Chief Commandant has been omitted in appendix B under "General Administration" though it has been included in section 21, and to request therefore that necessary orders may kindly be issued to have the same inserted therein

I have the honor to be
Sir
Your most obedient Servant
J Bennett
LT. COLONEL
Chief Commandant.

RM

Mis. 18.

277
12-7-98.

Mily. 29]

189 8

From

THE CHIEF COMMANDANT,
MYSORE STATE TROOPS.

To The Secretary to the Government of Mysore General and Revenue Depart. etc.

Dated 11th July

Despatched 11th

General No. 63
No.

Enclosure No.

SUBJECT

Pointing out that the office of the Chief Commandant has been omitted in appendix B under "General Administration" in Government Proceedings No. 12870-45 mis 2715 dated 1st April 1898.

Submitted to Secy

Submitted with a draft of replying the enclosure pointed out.

11/9/98

12.7.98

Today

(8) ~~Proceedings~~ (46)

19

~~Proceedings of the Govt of Mysore~~

~~Read the following papers:—~~

~~(1) Letter No 1433 dated the 11th June 1898 from the Deputy Commr Mysore. Dr.~~

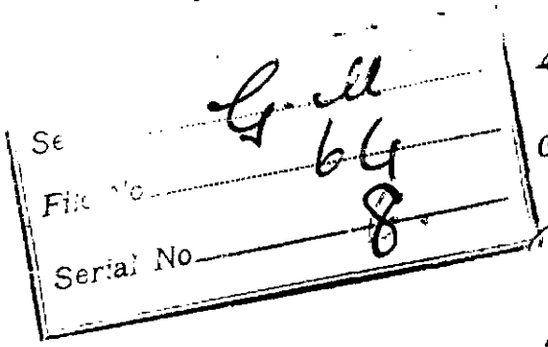
(2) Read Letter No 63 dated the 11 Jne 1898 from the Chief Commandant, Mysore State Troops:—

Order.

~~The following~~ ~~will be substituted for~~ Appendix B (Govt Order) ~~Appendix B and C~~ annexed to Proceedings No 12810-45 dated the 1st April 1898, prescribing rules for regulating the supply and consumption

2715

2424-6
Im 567



Received

of Stationery and printed forms will be amended so as to read as follows:

Appendix B.

(Referred to in Rule 4)

General Administration

1. ~~General and Personal~~ Secretary to the Govt of Mysore, Genl & Rev Depts.
2. ~~Secretary to the Govt of Mysore~~, Municipal Dept.
3. —do— Geological Dept
4. —do— Public Works Dept.
5. —do— Railway Dept.
6. ~~Military Secretary to the Govt of Mysore~~ ~~Military Department~~
7. Military Secretary to the Govt of Mysore
8. Chief Commandant Mysore State Troops.

(Chief Commandant Mysore State Troops — 1)

Appendix C.

(Referred to in Rule 5)

Officers and Offices entitled to obtain Stationery

~~on payment (book adjustment.)~~

2-1

1. Municipal Presidents Bangalore and Mysore Cities (2).
2. District Municipal Presidents other than the above (9).
3. ~~Presidents of District Board Boards~~

The ~~following~~ undermentioned Department will be included in Appendix B above / the Progs quoted above.

Military Depart.

1. Chief Command, Mysore State Forces
2. ~~Military Asstt to the Chief Mysore.~~

16/9/99

To The Chief Comdt, Mysore State Forces
~~Asst Secretary Depart~~
~~Dy Secy Dated~~
Military Asstt & Govt
Asstt of Stationery

Please see the attached
it all right & then give
a/c number
(but I am not sure)
also under
a/c of

Ipswich allowed

17-8-98

G
26-3-99

(9)

22

OFFICE OF THE
7939
20 ... 99 189
DIWAN OF MYSORE

Mis 2762

From The Superintendent of
Government Stationery

To The Secretary to the Govt
of Mysore

Dated 18 } Genl & Rev. Dept.
Despatched – } March.
Received

General No. 356
No.

Enclosure No. 1

In forwarding herewith the list of Stationery Articles required for use in His Highness the Maharaja's Special Establishment, has the honor to state that the same is not in the list of offices appended to the Revised Stationery Rules and to request that sanction may be accorded for the issue of the articles referred to, as laid down in para

Enclosure returned on 13/7/99
18-7-99.

G.M.
64
9.

Para 7 of Government Order. No 12810 '5
Dno 2715

dated 1st April 1898.

A partial supply of the list received from the Internal Government to His Highness the Maharaja of Alipore being said to be very urgently wanted, before the 20th Instant, the same has been supplied in anticipation of sanction.

H. Jones
Superintendent of
Government Stationery

(10) (5-2)

10 Sl.

Proceedings of the Government of Mysore, General, dated 22nd March 1899.

READ —

Letter No. 356 of the 18th March 1899, from the Superintendent, Government Stationery Depot, submitting a list of stationery articles required for use in His Highness the Maharaja's special establishment, and stating that this office is not included in the list of offices appended to the Revised Stationery Rules.

No. 10986—MIS. F. 40-97, DATED BANGALORE, 22ND MARCH 1899.

ORDER THEREON.—The Superintendent is requested to issue the articles required and to enter the name of this office in the appendix to the Revised Stationery Rules.

C. SREENIVASIENGAR,
Secy. to Govt., Gen. & Rev. Depts.

To—The Superintendent, Government Stationery Depot in Mysore.

Exd.—H.A.R.

1898-99

GOVERNMENT OF MYSORE

GENERAL

PROCEEDINGS

Dated 22nd March 1899

No. 10986 Mis.F.40-97

Requesting the Superintendent of Stationery to issue the articles required for use in His Highness the Maharaja's special establishment, and to enter the name of this office in the appendix to the Revised Stationery Rules.

SBP—29-3-99—200

(11)

26

Read:—

Letter D № 56, dated 17th July 1899, from the Dy. Comr of Bangalore Dist, forwarding copies of correspondence between his office and the Supdt of Govt Stationery depôt regarding the supply of certain Stationery articles required for the use of the newly appointed Special Assistant Commissioner Mr Ramaraj urs requesting that the same may be ordered to be supplied at once

Order № 1190-91 / Ln 236 21-7-99.

The Supdt of Stationery is requested to supply the stationery articles noted in the margin of the Dy Comrs letter

Sec Gd Br 1097 dd 20-7-99

11784 dd 21/7/99

21-7-99

Section Gen
File No 66
Serial No 11

The attention of the Govt H'd will be invited to para 3 of G.O. No. H-6036-68 dt 25 Nov 96. Instead of adopting the Supdt of Stationery Dept the Govt should have applied that for sanction of whether the Sec and Comr or the Govt of Mysore entitled to send the Govt Dept

No R 63 dated 11th July 1899
addressed to him

2. The ~~amended~~ revised
Stationery Articles,
referred to by the Secretary
of State in his
letter to the Dy Comr
No 21 dated 13th July 1899
may, as a special
case, be supplied for
the exclusive use of
the Special Addl Comrs.

3. The Secretary of State
has authorized the addl
Office of the Special
Addl Comr of Bangalore
to the list of officers
entitled to ~~indent on the Stationery depôt~~
~~for~~ to obtain from
~~Local~~ Govt stores, free of charge,
and keeps his indent
in the prescribed form on another
sheet which will be
~~passed~~ by the ~~Addl~~ Special Comr
~~Mysore~~ Addl

To The Dy Comr Bangalore
" Secretary, Govt Stationery

1917

(12)

4

Read:— Docket dated 15th July 1899. from the Public Prosecutor, Tumbidroog division, requesting orders for compliance with his indent for stationery articles for the use of his office.

Docket dated 26th July 1899, from the same officer, forwarding, as called for in this office docket No 1219/mis 263, dated 22nd July 1899. a list of articles of stationery sent supplied to him & his the dist. to Judge, Tumbidroog division.

Order No 1531-32/mis 605. Dt 9th August 99 Encl. 1.

The indent received with

Section G-11
File No 64
Serial No 172

with the first
docket send above
~~Revised~~ as modified in this office
according to the
list of Stationery
articles supplied to
him (not by the
Dist Judge, Nundi.
drop) is forwarded
to the Superintendent
Govt Stationery Depot
for compliance.

2. Under para 7
of Govt Proc. No 1281/0
- 45/misc 2715 dated
1st April 1948. the
Subdiv is authorized
to include ~~Dist Officer~~
in the list of officers
entitled to indent
on the Stationery
Depot

Sub:
I have the honour to be
to forward herewith
Thana Dist Judge of Nundi
drop which he
to receive

Public Prosecutor Nundydrop

3/4

Thro: The President Local & Mul. Fund Boards Kolar Distt

1900.

From The President
Sanitary Board
Kolar Gold Fields.

To The General & Revenue
Secretary with the
Govt of Mysore.

Dated
Despatched 21st April 1900.
Received

General No. 387.
No.

Enclosure No. 1.

Sir,

I have the honor to forward for your perusal the Government Stationary Depot Supdt's memo on the request of this office for early supply of forms to enable him to comply with the Comptroller's instructions and to submit accounts called for by the date required by him.

I have the honor to request that this office (of the President Sanitary Board Kolar Gold Fields) may be placed on the list mentioned by the Supdt. Stationary Depot and the fact intimated to that office

THE 10323 26-4-00 ORE

24.4.

Forwarded.

Section Gen
File No 64
Serial No 13

as printed ~~the~~ forms are supplied ~~the~~ accounts called for by ~~the~~ Comptroller cannot be furnished.

I have ~~the~~ honor to be
Sir,
Your Most obidient servant.

W. B. Lawe V.
President
Sanitary Board.
Kolar Gold Fields

~~B.W.~~

2 Place at once upon GK Brought Mrs 11-5-00

14

Read:

Letter No 387 dy the 21st April 00 from the Pres. of the Sanitary Board, Kolar Gold Fields, requesting that his Office may be included in the list of Offices authorized to get Supplies from the Govt. Depôt

35

Order thereon No 12401-2 G.B. 40 99 dy 15 May 1900.

The Sanitary Board, Kolar Gold Fields, is a District Fund Board, and as such the Govt are pleased to direct to include

Section Govt
File No 64
Serial No 14

With the President ~~thereof among~~ of the Building Board, Kolar Gold Fields, and the Collector of Kolar

~~the~~ Officers entitled to obtain supplies from the Stationery Depot on payment (book adjustment) under Rule 5 of the Rules issued with Prop No 12810-45 Mis 2715 & 18th April '98 as altered by Prop No ~~12810-45 & 28th June 98~~ 17067-17102 - Mis 4250 & 28th June '98. The figure "(9)" after "Prop No D.F. 88" in Appendix C to these Rules will be altered to "(10)".

36

4/8/98.

Secretary

To

The Supdt of Govt Stationery

The Collector & Presidt D.F. 88 - Mis Kolar Dist

Fair draft

(15)

Office of the
Supdt. of Govt. Printing in Mysore.

BANGALORE 14th December 1899/1908.

From

THE SUPERINTENDENT,
GOVT. PRINTING IN MYSORE.

and Stationery

To

The Secretary to the Government of Mysore,
General and Rev: departments.

Sir,

I have the honor to bring to the notice of Government that occasional inspections of offices in the Districts, with regard to the supply and consumption of Stationery and Printed Forms would be very beneficial. Judging by correspondence, from casual and supplementary Indents, received, I can only conclude that the rules laid down by Government in Proceedings No. 12810-45-Miscl. 2715, dated 1st April 1898, are but imperfectly carried out and that the Stock books and registers, which are very essential, are not kept up as directed in the order quoted above. The very erratic and often haphazard manner in which applications are received for forms, in many cases based on no data whatever, very often four times the quantity needed and even after a supply may have been recently sent out, leads me to believe that if due and proper check were exercised in offices, and Stock Books posted up as they should be, these applications

would

Mis 1997.

6600
15. XI 1900. 1900-1.

From 37

THE SUPERINTENDENT,
and Stationery
GOVT. PRINTING IN MYSORE.

To

The Secretary to the Govt.
of Ellapore,
General & Rev. Depts.

Dated 14th December 1900

Dispatched

Received

General No. 5[illegible]
No. 5

Enclosure No.

Requesting that the Superintendent, Government Printing & Stationery Ellapore, may be permitted to inspect the offices in the Shimoga and Kadur Districts in the matter of Stationery during the holidays.

to be a good deal in the interests of Govt. HH
18/12/00

Rd 19/12/00
Mysore
851

15/12/00

Submitted to the Dy C. HH
18/12/00 the proposal seems

would not be made. There is much un-
-necessary correspondence owing to this, which
also would effectually be put a stop to.

Printed forms and Stationery repre-
-sent valuable assets to Government and
I submit that the expenditure of such should
be as carefully dealt with as if they were
transactions in current coin. The annual
Indents from Offices are shortly due, and
it would be a advisable to make inspections
of some of the Districts at once and if
Government agree with me in the necessity
there is for some wholesome overhauling
of Stock and Books, I beg that I may
be permitted to proceed to the Shimoga and
Kadur Districts taking advantage of the
holidays to inspect as many Offices as
I can possibly do. I feel certain that such
inspection will result in a large saving
to Government in the matter of Stationery.

I have the honor to be
Sir,
Your most obedient servant,

T. Tevenard

Superintendent,
Government Printing in Mysore

Through the Deputy Commr Kadur District

(16)

Office of the President of the
Sringeri Municipality.

Dated Sringeri, 28th December 1900

Section G. 11
File No 64
Serial No 16

To
4 0

The Secretary to the Government
of Mysore,
General and Revenue Departments.

Sir,

I have the honour to state that hitherto the supply of the printed forms required for the use of this Municipality was being obtained from the President of the Municipalities in the Kadur District. But that Officer in his docket No. 947 dated 19th Instant states that in future I should send an indent for forms &c to the Superintendent of Stationery and Forms direct from this Office, as the cost of such forms will have to be paid by this Municipality. The Superintendent of Stationery and Forms who was requested to send a printed form

of indent refused to do so on the ground that under para 7 of the new rules of Stationery and forms (prescribed in Government Proceedings No. 12810 – 45 – Miscellaneous 2715 dated 1st April 1898), Special sanction of Government was necessary. Therefore I request you to be so good as to authorise me to obtain from the Government Stationery Depôt the articles of Stationery and printed forms required for the use of this Municipality.

I have the honour to be,
Sir,
Your most obedient servant,

7694 / 16-1-01. L1243.

Fredk Austen Lewis
President

No 789 9/12-1-01.
Forwarded

L. Bt. 18/1/01

Lt. Gourley
President of the
Municipalities in the
Kadavu District

7-1-01.

4

Let this issue from the General Branch - Your thoroughfare now transferred to that Branch which is the only one entitled to deal with this matter -

16/2/01

No 1076-7-68 / Mis 740-97 19-2-01

Send to the Secy.

This involves no new departure. The Bangari President was obtaining his supply from the President of the Nilgiris in the Madras Dist. The latter Officer has now directed him to send an indent direct to the Stationery Dept and as payment has been made.

Mis.

12/2/01

[G. Li 64 17]

To The Supdt. Mysore Govt Stationery
The Secy, Sangari Rural Bd,
thro the Dy Comr, Kadur Dist
& Comptroller

15 (17)

Read H.

Letter No 789 of the 12th January from the Secy of the Sangari Rural Bd requesting that he may be authorized to obtain from the Govt Stationery Depot articles of Stationery and printed forms required for the use of that Body.

Order thereon

The Govt are pleased to direct that the Secy of the Sangari Rural Bd be added to the list of Officers entitled to obtain supplies from the Stationery Depot on payment (book adjustments) under Rule 5 of the Rules issued with Proc No 12810-45 Mis 2715 & 1st April '98 as altered by Proc No 1706-7-02 Mis 4250 of 28th June '98

Mis 16/2/01

12/2/01

Secretary
Dept 12/2/01

Reg Dr 6532
22/11/01
Dis 1882.

(18)

Edu. 81.]

OFFICE OF INSPECTOR GENERAL OF EDUCATION IN MYSORE,

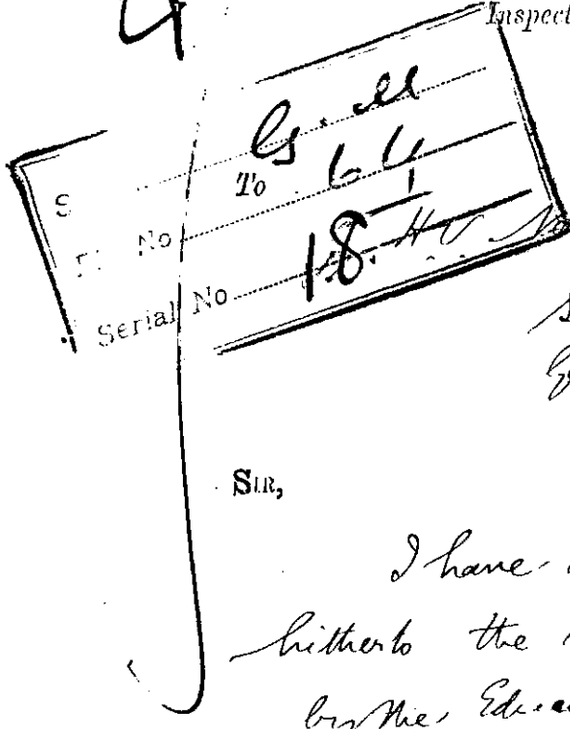
Bangalore, 16th November 1901.

No. 4418-19 with 2 enclosures.

From 149

H. J. BHABHA, ESQ., M.A.
Inspector General of Education in Mysore,

43



To Srinivasa Iyengar Esquire, M.A., M.L.
Secretary to the Government of Mysore,
General and Revenue Departments.

SIR,

I have the honour to inform you that hitherto the articles of stationery for use by the Educational Translator have been supplied from the stock of stationery intended for use in this office. It is inconvenient however to comply with his requisitions from this office on account of stationery from time to time, as the stock in the office is limited. He was therefore asked to submit an indent for the orders of Government. The indent meets with my approval. Under these circumstances I request that Government may be pleased to authorize the Superintendent, Government Stationery Depot for entertaining the Educational Translator's office for the annual supply of stationery on receipt of indents prepared on the prescribed printed forms in accordance

1 : 4

with the Stationery rules in force. I further request that Government may be pleased to authorise the Superintendent of the Stationery Depot to comply with the enclosed indent for the current official year 1901 1902 as a special case.

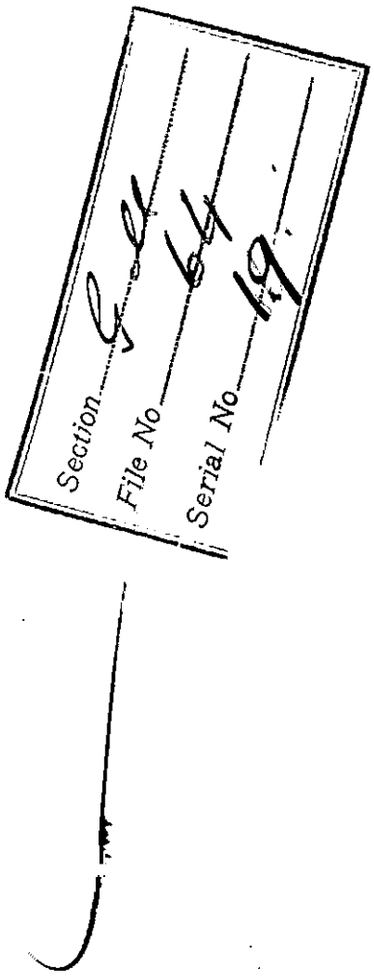
I have the honour to be,
Sir,
Your most obedient servant,

H. Bhabha
Inspector General.

(19)

To
The Inspector-General
of Education in Mysore.

Dy 11 Dec. 1901.
No. 8958
M.T. 20-97



His letter No. 4418-19/1498 dy 16th Nov. 1901, re. Commending that the Educational Karnataka Translator may in future be permitted to indent upon the Govt. Stationery Depot independently, for the Stationery articles required for use in his office and forwdg. an indent for Stationery from the Educational Karnataka Translator for the year 1901-2.

With reference to the letter above cited, I have the honour to observe that the Translator's office is apparently not independent of the office of the Inspector

Wb

Inspector-General of Education and that the Translator cannot, if that be the case, be supplied with Stationery separately. The Translator has been drawing his supply from the Inspector-General's Office since 1893; audit is not seen how it is now found inconvenient to continue the practice.

By Order,

18/12/07

Secty.

3d C's Order

SK.
9/12

(1) (2)

No 593 Enme

47

Office of the Inspector General of
Registration in Mysore.
Dated, Bangalore, 17th December 1901.

From

P. N. Purnaiya Esquire,
Inspector General of Registration in Mysore.

To

H. V. Nanjundayya Esquire, M.A.,M.L.,
Secretary to the Government of Mysore,
General and Revenue Departments.

Section. G. S.
No. 64
Serial No. 20

Sir,

Adverting to Government Proceedings No. 8106-7 / J. 714 dated 25th November 1901, sanctioning the opening of Special Sub-Registry Offices at Chikkanayakanahalli, Alur, Honnali and Harihar, I have the honor to request that Government will be pleased to instruct the Superintendent of Stationery to supply this office with the quantity of stationery shown in the enclosed Supplemental Indent, in view to the same being supplied to the new offices.

2. I would also request that the Compiler, Mysore Gazette, may be instructed to supply each of these offices with a copy of the Mysore Gazette both in English and Kanarese, from the 1st Proximo.

I have the honor to be,
Sir,
Your most obedient servant,

P N Purnaiya

Inspector General of Registration.

R.S.R.

No. 2164

7831 19.XII.01 1901/2

FROM P. N. Pandiaya Esquire
Inspector General of Registration

To H. V. Nanjundayya Esquire
M.A. M.L.
Secretary to the Government
of Mysore, Genl: and Rev.
Departments

Dated 17th December 1901

Despatched

Received

General No. 593
No.

Enclosure No. /

Requesting that the Superintendent of Stationery may be instructed to supply stationery required for the use of 4 Special Sub-Registry Offices newly sanctioned &c.

19.12.1901

MGCPB-3 3 01—50 forms.

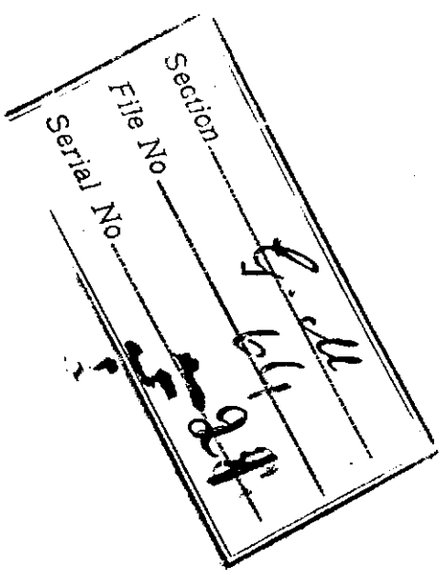
Asst. Secretary

(20) (21) 2nd

Cp 240-7

Read:

Letter No. 573 dy 17.12.01 from the Inspr.-Genl. of Registration in Mysore, requesting the issue of necessary instructions to the Supdt. of Stationery for the ~~non~~ Supply of Stationery to the 4 newly opened Sub-Registry Offices sanctioned in Govt. Procdgs No. 8106-7 Ly. 7449 dy 25.11.01.



Order. No. 10072-3 dy 25-12-01
Fin 1570

The Supdt. of Stationery is requested to include in future the names of the Sub-Registry Offices at Chikkanayakanhalli, Aluru, Honnali and Harihar, in the list of Offices entitled to draw their Supply of Stationery from

from the Govt. Stationery Depot. The Supplemental Indent for Stationery for the year ending 30th June 1902, required for the use of the above named Offices received from the Insp. Genl. of Registration with his letter read above is forwarded to the Supdt. of Stationery.

23/12/02
for Secy.

To
The Supdt. of Stationery (with the Indent)
& Inspector General of
Registration

JC
23/12